

OPPORTUNITIES AT CARVER CENTER

Carver has an immediate need for a Summer Camp Assistant Director. We are seeking candidates who are available July 5th through August 18th, Monday through Friday, for our Summer Camp program. Candidates with experience working with young people and families are urged to apply.

Who we are: The Port Chester Carver Center builds brighter futures by serving, educating, and empowering Port Chester residents. Founded in 1943, Carver Center began as a small storefront daycare program for African American children whose parents worked in wartime defense plants. The Carver Center grew to be a small food pantry and childcare program that operated out of a rented synagogue basement for over 50 years.

The Village of Port Chester's demographics reflect that of large urban cities. The ethnic makeup of Port Chester is 59.4% Hispanic/Latino, 31.6% White, 6.5% African American, 2.1% Asian and 2.1% other. Our community is home to the highest percentage of Latinos (59.4%) and the lowest per capita income of the 44 communities in Westchester County. 67% of children in Port Chester are eligible for free lunch, the fourth highest rate in Westchester County.

In 2000, Carver Center moved to our current location—a 50,000 square foot building that features classrooms, multi-use rooms, a 25-yard heated indoor pool, saunas, a full-court gymnasium, movement studio, a fully equipped kitchen, tech lab, food market, and a STEAM makerspace. Informally known as the heart of the community, Carver Center's programs and services are crafted to meet the holistic needs of people at every stage of life.

Carver Center's programs address food insecurity; childcare; out-of-school-time enrichment; youth development; services for immigrants (citizenship classes); programs for senior citizens; aquatics and more.

What we believe in: We measure success one individual at a time, as we are passionate and hyper-focused on improving and transforming lives across all stages of our learning continuum; an ideology that we embrace and practice within our staff, board of directors, and all other members of the Carver family. We intend to continuously elevate

our standard of excellence across all facets of the organization, while maintaining our belief in outcome measurement and collective results. We are a culture of 'YES' which encourages free-thinking, risk-taking, and innovation as we strive to meet our mission every day. For more information about Carver and its services, please visit www.carvercenter.org.

Position Overview:

- Camp Carver is taking place at the Port Chester Carver Center from Wednesday, July 5th-Friday, August 18th from approximately 8am-3pm with aftercare from 3pm-5pm
- Ensure the health, safety, and well-being of all campers
- Effectively organize and manage space, equipment, and campers
- Provide campers with a fun and enriching camp experience

Position Specific Duties/Responsibilities:

The Camp Assistant Director works with the Camp Carver staff to provide a safe summer program experience for all, including:

- Ensuring the safety of all campers and staff
- Maintaining confidentiality regarding all personal information about children, families and staff
- Maintaining and updating camp records and personnel files. Submitting all required documentation on a timely basis, including attendance, incident reports and daily/weekly schedules
- Collaborating constructively with coworkers, and communicating regularly with supervisory staff
- Communicating with families in a professional and appropriate manner
- Serving as a positive role model for both staff and campers and upholding professional behavior as outlined in the Staff Handbook
- Encouraging social development of campers
- Assisting Lead and Assistant Counselors with activity planning and support when necessary

Position Qualifications:

- Prior experience working with children in a camp or afterschool program

- Interest and experience in creating fun interactive activities that promote educational, artistic, and physical growth
- Ability to communicate effectively and respectfully with a broad range of people including Camp Carver staff and families
- Flexibility, with the ability to adapt to changing circumstances
- Additional Qualification: **Bilingual in Spanish a plus**

All staff are subject to The Westchester County Department of Health rules and regulations. This includes two letters of reference and the completion of a full background check prior to hiring. **Position is contingent on funding.**

Training Requirements to Maintain Position:

- Attend required staff orientation and trainings

The qualifications listed are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing the absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related section(s) or promotional criteria.

The Carver Center is an equal opportunity employer. All aspects of employment including the decision to hire, promote, discipline, or discharge, are based on merit, competence, performance, and business needs. We do not discriminate based on race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

Pay Rate: \$30/hour

How to Apply: Email resume and optional cover letter to Erica Mason (Program Consultant) at emason@carvercenter.org

PORT CHESTER CARVER CENTER

400 Westchester Avenue, Port Chester, NY 10573

